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Approved For Release 2001/11/01 : CIA RDP74O0390R000100160006-4

22 June 1970

MEMORANDUM FOR THE RECORD

SUBJECT: DDI Proposal for Computerized Inventory

1. After [REDACTED] mentioned the call he received, I phoned the DDI Records Management Officer, [REDACTED] on Wednesday 17 June to ask what he had said about [REDACTED] the IPC Board, and a Feasibility Study of an Automated System with Agencywide Records Information.

25X1A
25X1A

2. Bill told me he was making good progress with his inventory and the OCI inventory report had been punched and listed out as a pilot test run. It was excellent, he was enthusiastic, OCI was delighted, and now Bill wanted to proceed with other DDI Office lists.

OCR

3. The machine room advised Bill he needed an IPC OK to do all the offices. [REDACTED] heard Bill's plan and sent a man to examine it. He felt it was worthwhile. The next day [REDACTED] told Bill that the Records Management Board should make a formal request to produce this System on an Agencywide basis rather than for DDI alone. Bill was in full agreement. [REDACTED] said he would support the plan at the IPC Board and urge the assignment of people to do a Feasibility Study.

25X1A
25X1A
25X1A

4. I told Bill that he knew I had had [REDACTED] and [REDACTED] meeting once a week to draft an Agencywide Systems proposal complete with objectives, requirements, and anticipated benefits. This proposal was to be presented to the DDS/IPC when we had a solid case. I said the DDS&T and DDI listings were fine for Directorates but I felt the Agency system needed more. He said the Directorate System was perfect and could be used for the Agency. He felt it could be improved as needed in the future.

5. I visited him and Ray on Friday. They are as firm as ever that the system should be adopted Agencywide as is. They countered my position by asking what else I wanted in the Agency plan. I said I did not know because I had not had time to study and analyze it. I said I had spent considerable time briefing the three on our overall objectives, the seven or eight program elements each of which had unique data requirements, and that I felt our analysis was to identify general requirements first and from these we would work up the specific detailed requirements. Exactly what additions or deletions the Agency system would require in the Directorate System I did not know but I have frequently asked the team to tell me their

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ideas and to provide for the Records Center and Forms Management punch card data base as a start.

A 6. I provided [REDACTED] with a copy of [REDACTED]'s original study of the DDS &T Directorate Records Management Data System which [REDACTED] read last year. I also provided [REDACTED] a copy of DDS&T's last listing of records information. 25X1A

A [REDACTED] 25X1A

7. On Monday morning 21 June, [REDACTED] called [REDACTED] to inform him he was going to make [REDACTED]'s proposal at the next Records Management Board Meeting (Tuesday 23 June 1970) when we go around the table asking for status reports on their current inventory efforts. 25X1A

25X1A

8. My position is that I would like to have the more sophisticated, pliable and informative system for which I am working, but since I need more information on Agency Records Problem areas I will be glad to settle even for a primitive, punch card, information system.

25X1A

[REDACTED]
CIA Records Administration Officer

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]		
2	[REDACTED]		
3	[REDACTED]		
4	STATINTL		
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks: STATINTL

Here is the background
on the DDI Data System
and [REDACTED] proposal
to make it Agencywide.

OLD HERE TO RETURN TO SENDER		
NAME, ADDRESS AND PHONE NO.		DATE
STATINTL		21 June 70
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